

POSITION DESCRIPTION

Curriculum Assistant

Position Curriculum Assistant

Department/Site

FLSA Non-Exempt

Evaluated by

Salary Range 31

Summary

Provides secretarial and technical support to the development, approval, and implementation of the District's curriculum. Coordinates and provides support to administrative processes for establishing, changing, coding, maintaining, and reporting curriculum related activities. Coordinates activities connected with the section scheduling process.

Essential Duties and Responsibilities

- Receives, examines, and makes corrections to curriculum documents submitted by instructional and administrative staff from campuses, ultimately for inclusion in committee and Board agendas.
- Presents curriculum to committees, making revisions and modifications as appropriate and directed. Obtains proper signatures, completes and submits approved items to the Chancellor's office.
- Enters approved curriculum information into internal and/or external databases. Develops, maintains, and updates a variety of reports, lists, and databases related to curriculum and programs.
- Participates in updating curriculum-related information for the college catalog. Confers with support staff regarding the maintenance of curriculum files on the server.
- Provides administrative assistance to administrators who oversee curriculum processes. Serves as an informational resource, responding to requests, inquiries, and questions from administrators, faculty, staff and students. Responds verbally or through correspondence, referring difficult or sensitive matters to an administrator.
- Composes correspondence on curriculum and related matters. Prepares various reports, contracts, Board agenda items, statistical data, and other materials as to support the curriculum development and maintenance function.
- Prepares and maintains a variety of special materials such as but not limited to directories and class schedules. Prepares and/or oversees preparation of internal and externally mandated administrative reports.
- Researches, compiles, analyzes, and summarizes data for special projects, programs and reports. Coordinates and performs special projects and programs.
- Coordinates and attends a variety of meetings, making arrangements and compiling meeting documents as required. Maintains a calendar of curriculum and other committee activities, coordinating with other departments for attendance. Records and transcribes proceedings, ensuring that minutes and reports are distributed to administrative staff, the Board, and others as appropriate.
- Maintains up-to-date records, logs, and filing systems pertaining to curriculum and curriculum development.
- Provides instruction to faculty and staff on documentation needed for curriculum development, modification, and maintenance.
- Receives telephone calls, interviewing callers for purpose, handling routine matters independently, providing information as appropriate, or routing calls to others.

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- Takes and transcribes dictation as assigned by shorthand, recording device, or equivalent method. Types (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.
- Monitors projects by prioritizing and tracking time lines and activities, following up on a variety of items and details, researching and coordinating information sources
- Establishes, revises, and maintains filing system and other clerical procedures. Reviews existing procedures and makes suggestions for improving work flow.
- Processes invoices or other requests for payment, prepares supporting documentation, and resolves invoicing, purchase order, and other financial documentation questions or problems with affected vendor and/or appropriate Business Services staff member.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Requires a working knowledge of the degrees, certificates, and academic majors offered by the College.
- Requires in-depth knowledge of the curriculum development, maintenance, and review process and procedures.
- Requires a working knowledge of the guidelines and procedures used in the curriculum articulation process for two and four year colleges as well as state community college regulations and requirements.
- Requires a basic knowledge of the matriculation rules, laws, policies, procedures, and requirements for maintaining an accredited curriculum record.
- Requires a working knowledge of reading and adoption procedures used by governing boards. Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and data entry onto custom databases.
- Requires basic skill at facilitating small group decision-making processes.
- Requires sufficient math skill to interpret statistics and perform a full range of arithmetic calculations.
- Requires thorough knowledge of proper English usage, grammar, spelling, and punctuation.
- Requires sufficient human relation skills to convey technical concepts to others and conduct informal presentations to small groups.

Abilities

- Requires the ability to independently perform all of the duties of the position efficiently and effectively.
- Requires the ability to use language skills to read, analyze and interpret information on a course and program descriptions, technical procedures and governmental regulations.
- Must be able to write reports, correspondence and informational materials.
- Must be able to speak effectively when facilitating small group processes.
- Must be able to describe, interpret, and prepare outlines for course content.
- Must be able to maintain large amounts of information in electronic and manual files.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines, including those required of governing boards.

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- Requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

Physical Abilities

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature, and to perform the following work, with or without reasonable accommodation.
- Requires ambulatory ability to sit upright, often for long periods of time, to utilize microcomputer and accomplish other desktop work, and to move to various campus locations.
- Requires the ability to utilize near vision to read printed materials and microcomputer screen.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, to use a pointing device and keyboard at an advanced rate, to operate microcomputer, and to operate other office machinery, almost constantly requiring repetitive motions.

Education and Experience

- A high school diploma, or the equivalent, and four years of secretarial experience.

Licenses and Certificates

- Requires a valid driver's license.

Working Conditions

- Work is performed indoors where some safety considerations are minimal.